

# Procedure



<b>Procedure Title:</b>	<b>Change of Name – Rates and Water/Sewer</b>
<b>Procedure Number:</b>	6.15
<b>Focus Area:</b>	CS2 Great Support
<b>Responsibility:</b>	Finance & Procurement
<b>Authorisation:</b>	7 September 2021

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## Purpose

To establish the circumstances under which the owner(s) names can be changed on a rates and/or water/sewerage assessment in accordance with the provisions of the *Local Government Act 1993*.

## Scope

This procedure applies to any ratepayer wishing to change an owner's name on property information within Council's records.

## Procedure

1. In accordance with Section 604 of the *Local Government Act 1993*, Council only change the owner(s) names resulting from a transfer of the ownership of a property upon receipt of the Notice of Sale document from Property NSW or an alternate form of notification from Property NSW that the necessary documentation in accordance with the *Conveyancing Act 1919* or the *Real Property Act 1900* has been lodged with the Registrar-General in accordance with Section 604(4) of the *Local Government Act 1993*.
2. Any change of owner(s) names resulting from marriage, divorce or other circumstances (other than transfer of ownership of the property) is only to be completed upon receipt of one of the following documents (whichever applies):
  - Marriage Certificate
  - Deed Poll
  - Birth Certificate
  - Change of Name Certificate
3. Any documents presented for purposes of name change due to marriage, divorce or other circumstances (other than transfer of ownership of the property) are to clearly show the original name and the new name.

## Review

This procedure is to be reviewed every two years.

Version	Date	Reason / Comments
1	16 July 2015	New procedure
2	3 October 2019	Review – formerly known as Property Information – Rates and Water/Sewer
3	7 September 2021	Review with minor updates to formatting only